

**To: All City and County Offices**

**Subject: Holiday Calendar-2015**

Pursuant to revised code of the Consolidated City and County, Article II. – LEAVES AND HOLIDAYS, Section 291-206. – Holidays, the following is the holiday calendar for 2015.

New Year's Holiday	Thursday	January 1, 2015
Martin Luther King Jr. Day	Monday	January 19, 2015
President's Day	Monday	February 16, 2015
Good Friday	Friday	April 3, 2015
Primary Election Day*	Tuesday	May 5, 2015*
Memorial Day	Monday	May 25, 2015
Independence Day (observed)	Friday	July 3, 2015
Labor Day	Monday	September 7, 2015
General Election Day*	Tuesday	November 3, 2015*
Thanksgiving	Thursday & Friday	November 26 & 27, 2015
Christmas Day	Friday	December 25, 2015

All full-time and part-time employees must be compensated for all holidays listed above. To be eligible, the employee must work the full scheduled workday before and the full scheduled workday following the holiday, unless the employee is on a paid leave of absence or is receiving worker's compensation. In Monday-through-Friday operations, there shall be no duplication or pyramiding of holiday pay for holidays falling on Saturday or Sunday but which are observed on other days. If an employee is required to work on a holiday, eligible employees shall be paid time and one-half in addition to holiday pay for any and all time authorized for work on the day designated as the holiday or compensatory time and one-half off as the case may be. Temporary/seasonal and part-time/ temporary employees do not receive holiday pay. If a temporary/seasonal employee is required to work on a holiday, the employee will be paid for the hours worked.

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